

OCA Monthly Court Collection Reporting System (CCRS)

Software Provider Frequently Asked Question

What cases are included in the OCA Monthly Court Collection Reporting System (CCRS)?

A. **Include** criminal cases with associated court costs, fees, and fines

1. Count the case only once in the month of:
 - a. the judgment
 - b. the sentence or plea date if it is a deferred disposition (including driver safety course) or deferred adjudication case
 - c. the acceptance of a (partial or full) payment when there is no sentence/plea date Note: Cases are not reported until there is a judgment, sentence or plea date or acceptance of a payment that creates a plea date. Pre-trial cases are not included until there is a judgment, sentence or plea date.
2. Record the initial assessment of court costs and fees separately from fines in the month of A.1.
3. Record initial waivers by indigency and non-indigency of court costs and fees separately from fines in the month of A.1. (Waivers granted later should be recorded in the month waived.)

B. Cases to **Exclude Entirely** when the primary reason for the case is:

1. Parking
2. Administrative Fee for Dismissing Cases (\$10 or \$20)
3. Teen Court Fee (\$10 or \$20)
4. Juvenile Court Fee (\$5)
5. Expungement Fee (\$30)
6. Copying Fee
7. Pre-trial diversion

C. **Include** assessments and collections in the month in which they occur: (Cases associated with the following “service fees” may have already been reported.)

1. Time Payment Fee
2. Warrant Fee
3. Arrest Fee
4. Attorney Fee
5. Revocations - Because court costs were assessed at the original trial, additional court costs are not assessed unless they are “service fees” such as arrest fee, warrant fee, etc.
6. Other Associated Court Costs, Fees and Fines not assessed at sentence/plea date
7. OmniBase fee

D. **Include** jail time served credits and community service credits in the month that they occur

E. **Exclude any costs or fees** (assessed or collected) directly related to the following; however, **include the case** and other assessments and collections associated with the case:

1. Restitution
2. Collection vendor fees
3. Probation related fees

F. **Other Types of Cases**

1. Deferrals and Driving Safety Course
 - a. Case is counted and assessed amount(s) reported on assessment/plea/sentence date
 - b. Payment amounts reported on date(s) received
 - c. When deferral requirements are not met:

- i. Fine is assessed on date that deferral requirements are not met
 - ii. Payment amounts are assigned to court costs and fees until that obligation is paid in full. Payment is then assigned to fines.
- 2. Refunds/Reversals and Adjustments
 - a. The case management/collections software will automatically balance any refunds/reversals and adjustments made in the same month as the original transaction that is being adjusted.
 - b. To handle Adjustments and Refunds/Reversals for *prior* months (months that have already been reported), OCA is adding four additional fields:
 - i. Court Cost - Dollar Amount Assessed Adjustments
 - ii. Court Cost - Dollar Amount Collected Adjustments
 - iii. Fines - Dollar Amount Assessed Adjustments and Reversals
 - iv. Fines - Dollar Amount Collected Adjustments and Reversals
 - c. Refunds will be negative amounts entered in the new fields, 2.b.ii and/or 2.b.iv above. Until the new fields are implemented, the refunds are subtracted from the Court Cost and/or Fine Dollar Amount Collected.
- 3. Overpayments should not be reported to CCRS. However, if the software is designed such that it records overpayments, overpayments are recorded as Fines - Dollar Amount Collected (even though this is more than what was assessed) when not refunded. When refunded, see 2.c. above, it should not decrease dollar amount assessed.
- 4. Cash Bonds that occur before adjudication are not reported into the CCRS. When the case is adjudicated, payments, whether from the bond or otherwise, are reported as Dollar Amount Collected.
- 5. Cases Appealed to a Higher Court:
 - a. Justice and Municipal Courts require a bond that is two times the amount of the court cost and fine. The bond is not recorded in CCRS.
 - i. Defendant appears in the County Court for the appeal:
 - 1) When found not guilty, the bond is returned to the defendant and the Dollar Amount Assessed for both Court Costs and Fines is reversed. (Refer to F.2. for more detail on reversals)
 - 2) When found guilty, any additional fees are added to the Dollar Amount Assessed for Court Costs. The bond is returned to the defendant or the court may subtract what has been assessed for the case from the bond and return the difference to the defendant. Collected amounts or proceeds from the bond are recorded to Dollar Amount Collected for Court Costs and/or Fines as appropriate.
 - ii. Defendant does not appear in the County Court for appeal:
 - 1) (Who gets the bond?) We may request an Attorney General's Opinion on this.
 - b. County and District Courts do not require a bond.
 - i. Defendant appears in the court for the appeal:
 - 1) When found not guilty by the appellate court, the Dollar Amount Assessed for both Court Costs and Fines is reversed. (Refer to F.2. for more detail on reversals)
 - 2) When found guilty by the appellate court, any additional fees (usually none) are added to the Dollar Amount Assessed for Court Costs.
 - ii. Defendant does not appear in the court for appeal:

- 1) There are no changes. (The court costs, fees, and fines should have been assessed and any payments are recorded as Dollar Amount Collected.)

For software purposes, what is the difference between “regular dismissals” versus a “deferred dismissals?”

The software must have the capability to differentiate between a “regular dismissal” (the defendant is not guilty) and a “deferral dismissal” (the defendant satisfied the deferral requirements). If the software does not properly differentiate the two, the software will treat cases coded as deferred dismissal as “regular dismissals.” When the Monthly OCA Collection Report is run after the deferred dismissal, the case will not appear on the report.

For this function to work properly, the data entry clerk must be trained to correctly enter the proper codes to differentiate the dismissal types (dismissed – not guilty, dismissed – the driver’s safety course has been satisfied, dismissed – the deferral requirements have been satisfied).

Deferred dismissal refers to deferred disposition/driver safety course cases and should not be confused with deferred adjudication. Deferred disposition is only for Class C offenses and is not a formal probation.

Deferred adjudication is “probation” for offenses above Class C. When the judge places a defendant on deferred adjudication, the judge is postponing finding the person guilty. The defendant will not be found guilty if the defendant successfully completes the terms of probation. For probation, court costs, fees, and fines are assessed at adjudication/sentence date.

How is Aging Calculated?

“Aging” begins at the Disposition/Adjudication/Plea/Sentence Date. (It is assumed that the Disposition Date = Judgment Date = Plea Date = Sentence Date. Note: Do not use offense or data entry dates.)

- Everything submitted to the OCA’s CCRS should have a disposition/adjudication/plea/sentence date. Error messages like “No disposition date could be found” should be investigated and a disposition/adjudication/plea/sentence date should be added to the case. Cases without a disposition/adjudication/plea/sentence date will be reported in the “120+ days” category in the aging schedule section of the collections report.
- When a payment is received and accepted by a court (and no disposition/judgment/plea/sentence date exists on this case), then the disposition/judgment/plea/sentence date is set to the payment acceptance date.

Example: A check was received in the mail for full or partial payment on a case. If no disposition/judgment/plea/sentence date exists on the case, the date the check was accepted by the court is the disposition/judgment/plea/sentence date.

Does statute clearly state the breakdown of what should be included and excluded in reporting?

No, there is no statute that provides a breakdown of what is included or excluded in the OCA Monthly Collections Report; however, reporting requirements are authorized by statute (see Article 103.033(i), Code of Criminal Procedure) and outlined in the Texas Administrative Code (Texas Administration Code §175.3 & §175.4) in accordance with standards established by OCA. Contact your Regional Collection Specialist or a CIP Financial Analyst if assistance is needed in determining what should be reported in CCRS.

How are theft-by-check cases handled?

In some jurisdictions a defendant is allowed to pay court costs before the case is adjudicated and when the defendant makes complete restitution, the case is dismissed. This type of case is excluded from the court collections report. For this type of case, OCA suggests that the District Attorney consider implementing a pre-trial diversion program in which the District Attorney's office may collect a pre-trial fee of up to \$500. A separate account should be set up for depositing this fee. Pre-trial diversion cases are **not** reported to CCRS.